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ABSTRACT

The 1974 followup program of former vocational, technical, and adult education students of Sarasota County (Florida) and an employer followup survey are presented in the document. The student survey was sent to 778 vocational preparatory graduates and leavers and 486 were returned. Information was sought concerning their employment status, educational status, source of employment, permission to contact employer, relevance of their training, salary, and attitudes towards the vocational program. An unemployment rate ranging from 5.2% to 13.5% was identified and its implications for future placement and assistance noted. An employer survey was sent to community employers with the approval of former students. The employees' job performance and related personal characteristics were rated and showed that employers were generally well satisfied. New changes to further improve the followup survey are discussed. A list of references is included. Appended materials cover the following areas: survey schedule; survey materials; 1973 followup program completions; form letter to unemployed students; list of past reports; and summaries of student and employer surveys at the State, county, secondary preparatory, adult preparatory, health occupations, and high school levels. (EC)

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Vocational-Technical and Adult Education
1974 Student and Employer Follow-Up Surveys
in
Sarasota County Florida

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Placement and Follow-Up
March 14, 1975

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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PREFACE

Mr. Joe Mills, in a memorandum to County Directors of Vocational, Technical and Adult Education, dated April 24, 1973, attended to the subject of the Florida VTAE Follow-Up Study. Mr. Mills stated, "The purpose of this survey is to provide one type of information to persons charged with the responsibility of allocating resources (time, money, and people) in order to attain educational objectives. It is hoped that this information will prove useful as you plan, conduct, and evaluate vocational programs in your respective districts or institutions."

Through knowledge gained in student follow-up studies, local educators are able to improve their vocational course offerings. Following their former students' successes and failures provides the best possible feedback to the school on its program strengths and limitation, and identifies additional student training needs.

From a management viewpoint this need for an information feedback system becomes very important while administering between accountability and the requirements of the data needed. As information is the foundation for decision making, when the decision is made relatively informal, the information need not be gathered nor analyzed in a formal fashion. "However, when decision makers are held accountable for their decisions, the data requirements become more sophisticated because decisions must be justified." (Pucel, 1973).

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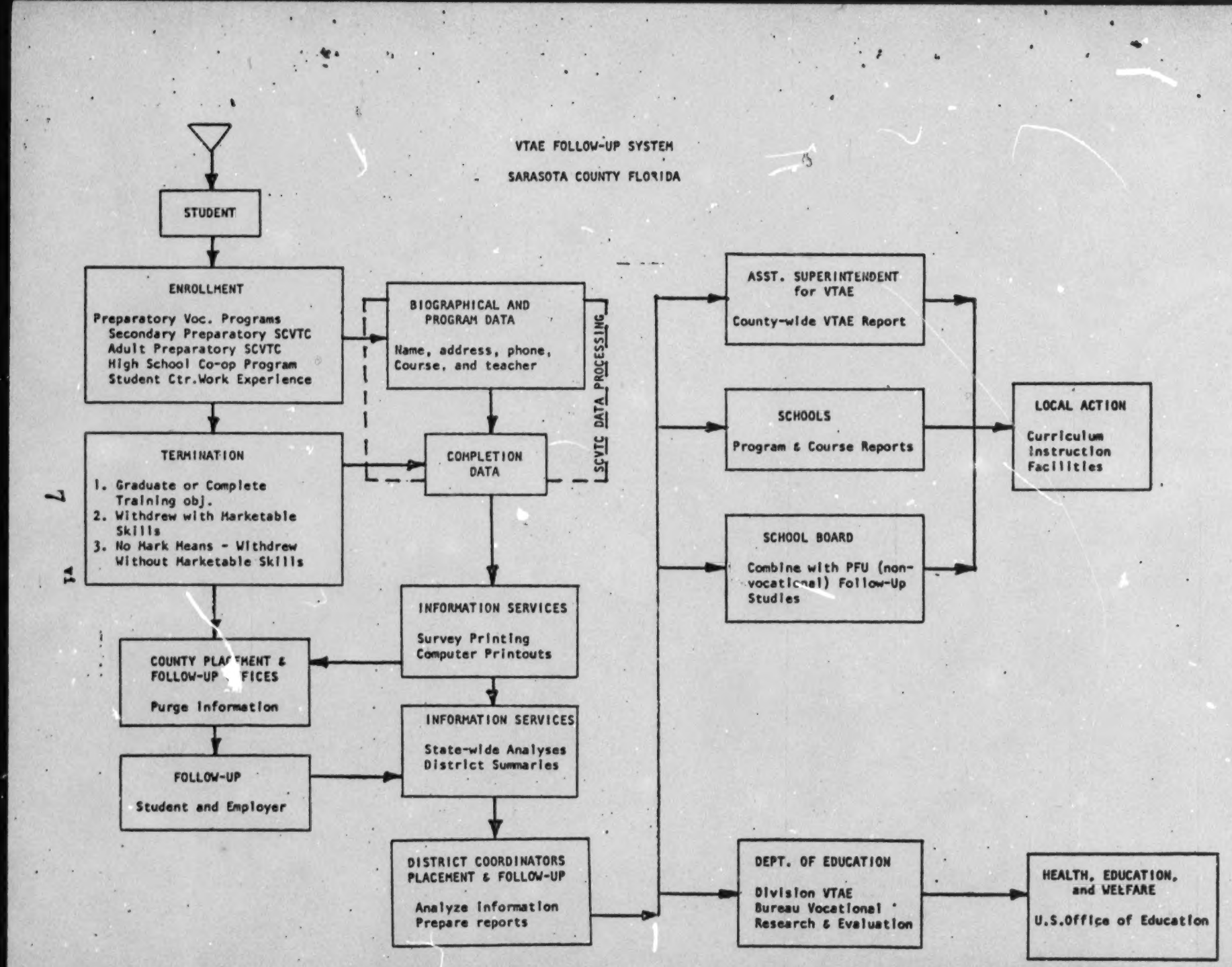
VTAE FOLLOW-UP SYSTEM
SARASOTA COUNTY FLORIDA
STUDENT
ENROLLMENT
Preparatory Voc. Programs
Secondary Preparatory SCVTC
Adult Preparatory SCVTC
High School Co-op Program
Student Ctr.Work Experience
BIOGRAPHICAL AND PROGRAM DATA
Name, address, phone, Course, and teacher
SCVTC DATA PROCESSING
TERMINATION
1. Graduate or Complete Training obj.
2. Withdrew with Marketable Skills
3. No Mark Means - Withdrew Without Marketable Skills
COMPLETION DATA
INFORMATION SERVICES
Survey Printing
Computer Printouts
COUNTY PLACEMENT & FOLLOW-UP OFFICES
Purge Information
INFORMATION SERVICES
State-wide Analyses
District Summaries
FOLLOW-UP
Student and Employer
DISTRICT COORDINATORS PLACEMENT & FOLLOW-UP
Analyze Information
Prepare reports
ASST. SUPERINTENDENT for VTAE
County-wide VTAE Report
SCHOOLS
Program & Course Reports
SCHOOL BOARD
Combine with PFU (non-vocational) Follow-Up Studies
LOCAL ACTION
Curriculum
Instruction
Facilities
DEPT. OF EDUCATION
Division VTAE
Bureau Vocational
Research & Evaluation
HEALTH, EDUCATION, and WELFARE
U.S.Office of Education

INTRODUCTION

This year's 1974 VTAE Student Follow-Up Program was initiated by a Region IV workshop held at our Area Vocational Technical Center or August 29. This gave vocational follow-up personnel an opportunity to exchange ideas and ask questions. Most discussion centered around effective strategies for obtaining a valid rate of survey instrument return. Sarasota County played an important role in these discussions as our follow-up procedures, and hence, performance has been consistently high in past years.

A short synopsis of the Florida VTAE Student Survey Program in chronological order:

FY 1971-1972 - Original VTAE Survey piloted in Sarasota County to selected sample population.

FY 1972-1973 - VTAE Survey implemented at all Area Vocational Technical Centers in Florida. Follow-up sent to all Center preparatory program completions and their employers.

FY 1973-1974 - Follow-up expanded to include all vocational preparatory programs in the county. (Sarasota County received a State grant to design and implement a Placement and Follow-Up model to include all students not currently covered under existing VTAE programs.)

FY 1974-1975 - VTAE Survey became a part of comprehehsive county-wide placement and follow-up of all students funded through Career Education Project. VTAE follow-up program has included all vocational preparatory program graduates and leavers with marketable skills as determined by instructors. When student gives permission, second stage (performance) evaluation is sent to the employer.

Methodology

The method of retrieval for the 1974 VTAE Student Follow-Up Survey was basically the same system used in past years (two mailouts, telephone contacts, miscellaneous personal contacts), with some important refinements.

One improvement was the inclusion of this study as a part of a county-wide placement and follow-up program. This meant that a program specialist could devote time to doing a professional job of securing a high rate of survey returns. Also, as an outcome, a more thorough and complete analysis of collected data was provided.

Many important strategies developed by the project model on non-vocational student follow-up of last year (Dale, 1974) were used and proved beneficial. The use of ALERT cards, one of the procedures gleaned from the 1973 Placement and Follow-Up Project, was very applicable (Appendix I). A simple three by five card was bulk mailed to all individuals in the survey population. This card was designed to inform people of the coming of the survey and, as an added advantage, provided notification of some discrepancies in the sample; i.e., inclusion of persons not yet graduated from their program.

Care was taken to personalize all correspondence on cover letters, alert cards, etc., by using individual school letterhead and signatures of the respective building principals.

The first mailout followed the ALERT card by two weeks using the timetable set by the Department of Education (Appendix II). This schedule is important as our State Bureau of Research

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and Evaluation must meet certain reporting dates in forwarding VTAE information to the United States Office of Education.

Another addition which proved beneficial was the use of a personalized logo on the VTAE window envelope. The "PFU" red arrow logo was simply reversed to draw attention to the name and address area. This has helped develop an identity for the Placement and Follow-Up office and was often mentioned by both students and employers as being a determining factor in returning the enclosed instrument.

A change in procedure was made by initiating the telephone contact to non-respondents before the second mailout. This reduced the number in the second mailout, and therefore, the postage cost, as many of these former students sent in their survey after this phone contact.

The other strategies used have been outlined and previously reported in detail (Dale 1974, Preston 1974). These activities included second mailout, memorandums to teachers and co-op coordinators, lists of non-respondents sent to guidance counselors, and assistance from occupational specialists.

All returned surveys were forwarded on schedule to Information Services in St. Petersburg on November 18, 1974. This data processing center completes a state-wide analysis of all VTAE returns, then sends all survey instruments back to local Placement and Follow-Up coordinators. This state-wide summary is forwarded to the Department of Education, Bureau of Vocational Research and Evaluation. From there it is sent to Office of Education for national vocational education reporting purposes (Appendix III).

Survey Population

This year the VTAE Student Follow-Up Survey included all vocational preparatory graduates and leavers with marketable skills. Determination as to the skill level of course leavers is made by the individual classroom instructor. This survey group consisted of all Health Occupation Preparatory courses including Emergency Medical Technician I and II, Adult and High School Vocational Preparatory programs at our Area Vocational-Technical Center, Co-op programs at our three county high schools, Work Experience programs at the Sarasota County Student Center (EMR), and a Key Punch Operator program conducted by the A.C. Nielsen Company in cooperation with our Vo-Tech Center.

The total survey population consisted of 778 former students. The following page gives a breakdown of this population by general areas. Included is the total number mailed to each group, the number forwarded to Information Services on November, and the final sample returned and used for this report.

1974 VTAE SURVEY POPULATION

Program Areas	Total Mailed	Nov. 15	Final	Percent
LPN	109	82	88	81
Surgical Technician	11	7	7	64
MOA	13	9	9	69
Ward Clerk	14	0	0	0
Nurses Aide	27	14	14	52
EMT	91	40	40	44 *-3
EMT II	12	9	9	75
Key Punch	79	28	30	38
Adult Preparatory	74	58	58	78
High School Preparatory	140	115	120	86
Student Center (Work Exp.)	32	14	14	44 *-1
High School Co-op Programs				
Riverview	59	36	36	61
Sarasota	61	31	31	51
Venice	56	28	29	52
	778	471	486	63%

TOTAL RETURN - 63%

486 total surveys received
* 482 total surveys on hand for reporting purposes

Percent of Respondents

Of the 778 persons surveyed, 471 returned their instruments by November 15, thirty school days after the first mailout. These forms were sent to Information Services as per VTAE reporting guidelines. These surveys were returned from Information Services to the county on December 15. An additional fifteen surveys were received by this office during this period bringing the final total to 486, a 63% return of the initial mailout.

Four of the surveys were lost between the time they left Sarasota and the time they were received back in the county from Information Services. This difference between actual survey respondents (486) and the number used for our tabular analyses (482) will show up in two programs: Basic EMT, with three forms lost, and Student Center Work Experience, with one form lost. Except for percentage of returns (63%) the number 482 was used for all other analyses.

This return represents an increase of 11% over the efforts of the 1973 VTAE Survey Return and is more than twice the state-wide average.

Student Survey

The first item on this survey asks the former students if they have been employed since leaving this vocational program. Figure 1, page 6, breaks down this question by type of program. The lowest figure of 76% for Adult Preparatory corresponds exactly with the state-wide average for all vocational programs.

Our co-op programs, the next lowest reporting at 77% employed since leaving the program, are the highest in number of students continuing in post-secondary education. This is shown in Figure 3, page 9, to be quite high for a vocational program. All the percentages in Figure 1 are at or above state-wide figures for 1974.

Figure 1

Employed Since Leaving the Program
by percent

County-wide	83
Secondary Preparatory	91
Adult Preparatory	76
Health Occupations	85
Co-op	77

At the time of this survey 58% of the respondents were working full-time with another 12% engaged in part-time employment (less than 30 hours per week). Health Occupations, having many students in licensed and/or certified programs, lead this category with 69% full-time and another 12% employed part-time. This was largely due to the Licensed Practical Nursing program which reported 73% full-time and 8% part-time employment. The co-op course completions reported the highest part-time employment figures, 17%. This corresponds with the fact that this group has a large percentage of former students in post-secondary education

of one type or another. The state-wide averages for working full-time and working part-time are 49% and 12% respectively.

One of the most critical areas of concern for anyone connected with preparatory vocational education is the collection of data relevant to local employment/unemployment figures. Only through identifying those groups which appear to have high unemployment, can we funnel existing resources and/or make necessary improvements to assist these groups. Figure 2 might lend some insight into the identification of respondents answering "unemployed and looking for work."

Figure 2

Unemployed and Looking for Work
by percent

State-wide	13.0
County-wide	10.4
Secondary Preparatory	10.8
Adult Preparatory	5.2
Health Occupations	7.3
Co-op	13.5

This period of October-December 1974 was the start of a rapid rise in county-wide unemployment rates. Our local Florida State Employment Service reported an upswing from 4.6% in October to 6.9% in December and rising at an alarming rate. Unemployment in North Sarasota County hit 10.2% at the end of this same period. Nation-wide,

unemployment had jumped to a thirty-three year high of 8.2% by January 1975 and for the age group 16 to 19 years old, the unemployment rate in November 1974 was 17.3% (Monthly Labor Review, January 1975).

Not to belabor the point; this was a difficult time to be seeking full-time employment. By nature of their training, our vocational graduates should have a definite hedge against a tough labor market. Figure 2 shows an unemployment rate ranging from 5.2% for adults completing vocational preparatory courses, to 13.5% for our high school Co-op completions. Our county-wide average as reported by this sample was 10.4% and this is at least initially favorable when compared with a state-wide average of 13% for vocational graduates in 1974.

One year ago Office of Education reported unemployment for program completions in vocational education at 10.1% on a national average. As previously outlined, this was during a period of much higher employment. If this is any indication of local conditions, it would appear that our vocational graduates and program leavers with marketable skills are holding their own in a very difficult labor market situation.

As previously mentioned, students from our high school co-op courses had the highest percentage of students going on to continued post-secondary education at 41%. On a state-wide basis, 13% of vocational graduates continue on to further in-school training. Sarasota County has always been above this percentage with the majority enrolled at either our Area Vocational-Technical Center or Manatee Junior College. A breakdown by program area and percent of those continuing

in school, either full- or part-time, is given in Figure 3.

Figure 3

In School Full- or Part-time
by percent

County-wide	28
Secondary Preparatory	26
Adult Preparatory	36
Health Occupations	23
Co-op	41

A more detailed analysis of the type of post-secondary institution that each vocational program graduate enrolls in, is provided in the Tabular Analysis for each summary area (Appendix I through L).

If there is one fact which is consistent with our sample of VTAE graduates year to year, it is their willingness to be evaluated by their present and/or immediate past employer, Figure 4, page 10. "The results are historically high, with school and state-wide averages of 90% affirmative. This shows a positive attitude on the part of the student to be evaluated and is always looked on as a healthy employability skill." (Preston, 1974). It follows, then, that the employer performance survey is quite positive. This is brought out in detail in the section on Employer Surveys.

Figure 4

Permission to Contact Employer
by percent

County-wide	92
Secondary Preparatory	92
Adult Preparatory	98
Health Occupations	96
Co-op	81

Question 5 on the VTAE Student Survey form asks the former student, "How did you get your job?" The respondent is given eight choices for answering, including one designated "other."

In most preparatory vocational programs in Sarasota County, the placement function is the responsibility of course instructors and they are available to help those who seek employment assistance. This doesn't always show up statistically as many of these job seekers get their lead from the teacher, then take the initiative and follow through in obtaining the position on their own. Most people, therefore, respond "on my own" when queried about the how of employment placement. Graduating high school students seem more apt to take advantage of a resourceful vocational teacher when looking for employment, and the co-op students reported the largest percentage in this category with 38% using teacher assistance.

Figure 5

How Did You Get Your Job
by percent

Area	Teachers	Occup. Specialists	Guidance Counselors	Friends or Relatives	F.S.E.S.	Private Employment Agency	on own	other
County-wide	24	1	1	19	1	3	45	6
Secondary Preparatory	23	3	0	32	0	1	36	5
Adult Preparatory	17	0	0	19	0	0	63	2
Health Occupations	12	0	0	8	1	*8	64	8
Co-op	38	1	1	17	1	0	37	5
State-wide	15	1	1	26	1	1	46	5

A third source of employment for this group of former students was friends and relatives. If a job seeker did not find employment on his/her own, nor with the assistance of their teacher, then they usually turn to friends and relatives who many times can be a valuable resource. This is especially true when jobs are difficult to obtain.

Occupational specialists and guidance counselors do not play the primary role in employment placement of vocational students. This is due to the involvement of the teacher and, at the Vo-Tech Center, the S.I.E. Coordinator who handles most of the placement contacts for secondary students.

The adult guidance department at the Vocational Center is actively involved in Self-Evaluative Testing of its students

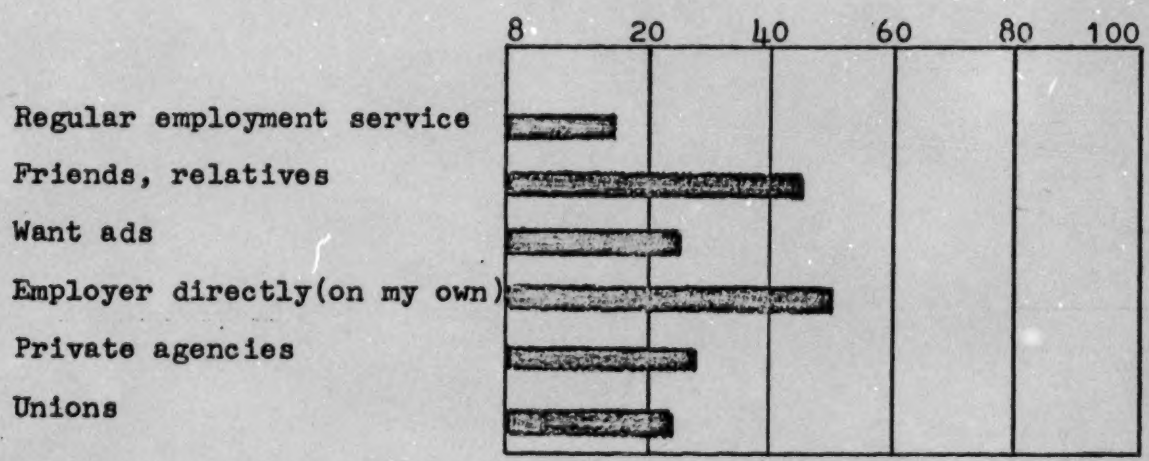
and, as such, coordinates the results closely to both program and employment placement.

In view of the increasing number of vocational students entering post-secondary training and the existing rate of unemployment among these program completors, it would be advisable for specialists to assist teachers and coordinators in providing as much local employment information as possible. Job Data Bank, Florida VIEW, and other resources are, of course, available to all students at all county secondary schools and at the Vocational-Technical Center.

A recent article in Manpower magazine relates the above-mentioned area (How did you get your job) to the general population as a whole, Figure 6.

Figure 6

General Population



Question 6 is an area we should be continually assessing as it lends insight as to whether or not we are doing our vocational preparatory job. Are our vocational program graduates (and leavers with marketable skills) being employed in an area for which they were trained or is their training only ancillary to the fact that they are now employed?

Basically, vocational programs are operated on two primary principals, (1) Individual criteria--measuring through proper guidance techniques, what is best for a specific individual in light of their interests and ability, and (2) Manpower criteria--providing the industrial/business matrix with well qualified and trained individuals who are then placed in a position which can produce gainful employment.

Our vocational students are screened by guidance personnel at the Vo-Tech Center before being placed into their respective program. Assuming that vocational programs are instituted and continued because of local manpower demand criteria which facilitates employment possibilities on a long-term basis, it follows that we would be doing a disservice to both the individual and the vocational program to place the graduate in an area NOT related to his training.

The state-wide average for responses to this question results in about a 51% positive answer while last year's nation-wide results were reported at the 62% level (Appendix D). In Sarasota County we are holding at or near the national level with the exception of the Adult Preparatory graduates. From experience, I would guess that some adults enter preparatory programs for avocational purposes and therefore do not enter

employment in an area related to, or for which they were trained, when completing their courses. Health occupations, being in many instances a licensed or certified program, responds with the highest percentage at 86% affirmative. Figure 7 outlines the responses to this question.

Figure 7

How Would You Classify Your Job
by percent

Area	Trained For	Related	Not Related
County-wide	39	31	30
Secondary Preparatory	29	31	40
Adult Preparatory	35	20	45
Health Occupations	60	26	14
Co-op	14	49	38

Question 7 attends to the average weekly pay of a vocational graduate four to six months after graduation. It lends only vague insight into entry level pay scales as this includes input from both full- and part-time, heads of household and second incomes. In addition, some adults who have retired from their principal career to retrain and re-enter the work force for what could be reasons other than competitive income are also included here. The question would be of more value if it were designed only for full-time competitive wage earners.

The final question on the student survey form is one of the most important as it asks for "any suggestions for improving this vocational program." Most respondents use this available space to either criticize or praise their past vocational training. Having read each individual survey for the third year, I can state that they continue to be extremely positive in their overall comments. Some graduates take advantage of this question to actively list constructive suggestions and these comments are always forwarded directly to program coordinators for their review and action. This type of open-ended question should be on all surveys as it gives an otherwise statistical report some individaul characteristics and feedback.

"Unemployed and Looking for Work"

As mentioned, the unemployement rate for this sample of vocational graduates was an average 10.4%. Besides giving an insight into local labor market conditions and unemployment rates for students of vocational programs, this response provides placement personnel with a chance to identify specific individuals who need assistance.

While the district job placement function is decentralized through individual schools, this office is in a unique position because of its county-wide overview to refer individuals to resources.

On a sample basis those students who responded to this survey as "unemployed and looking for work," were contacted by telephone and interviewed by the program specialist. This

contact was made to determine what efforts the former student had made and/or what resources existed to improve his present status. Another contact was then made, usually with this student's previous vocational teacher, to determine any possible employment leads which would match the unemployed student's ability and interest. This attempt at employment assistance was piloted with the students from the secondary preparatory programs who had graduated from the Vocational Center and, based on this sample, resulted in at least one job interview for each of those who were still unemployed. It was found that some respondents had obtained suitable placement into school or work since sending in the survey.

This effort was available only to a limited number of 1974 VTAE Survey respondents because of strict time limitations and the need to shift efforts to the Placement and Follow-Up survey. This second survey contacts all non-vocational graduates and operations of the two overlap during November. The limited positive results were encouraging enough to attempt a more comprehensive coverage of this strategy next year. It is felt that much of the matching of unemployed former students to teachers can be done by the Placement and Follow-Up secretary and occupational specialists who have a good understanding of the total VTAE program and its available resources. The Co-op coordinators should also be utilized more efficiently in contacting this group of former students.

One strategy that was extended to all students who responded "unemployed," was the mailing out of a letter

inviting the student back into school guidance offices to take advantage of educational and employment placement resources. A copy of this letter (Appendix E), was forwarded to guidance personnel, school principals, and the Herald Tribune. This mailout idea could possibly be extended to school leavers throughout the year, inviting them to explore the alternative avenues of education available to them by our school system.

Employer Survey

The Florida VTAE Survey is a two-stage, student/employer system. If a graduate is presently employed or if the former student has been employed since completing his respective vocational program, and if the survey respondent gives his/her permission, question 4 on employer form, then this second stage performance evaluation is sent to his immediate past or present supervisor.

The summaries of these community employer contacts should be looked upon as one measure, along with placement rates in areas related to training, of vocational program effectiveness. Does the training program prepare the participant for at least entry level, hopefully considerably higher, acceptable performance?

Such an assessment of effectiveness should be made at two points in time, upon initial placement and after the graduates have been on the job for a period of time. One of the primary objectives of vocational education is not only to get students initially placed in a related occupation, but to prepare a person for continued employment. Therefore, one valid criterion to use in judging program effectiveness is a follow-up taken at a point when students have been out on the job long enough for employers to determine if they have sufficient skills, or the ability to develop acceptable proficiency within the time limitations of that particular employer or industry.

Care should be taken, when considering this assessment, to continually keep in mind the number of variables (such as local economic situations), which affect the program on a short-term basis.

The Florida VTAE system contacts a former student's employer about six months after graduation. This time schedule, while too early to project long-term successes, can lend valuable insight to the entry level accomplishments of our vocational program graduates. Research has shown that a follow-up conducted approximately one year after students complete their training would gather a more total picture of long-term effectiveness.

After identifying the graduate as either a present or immediate past employee, this employer survey asks, "What is the amount of work performed by this person?" Respondents can answer from "above average," to "very low/insignificant." Figure 8, page 20, will give an overview by some general student population areas. On a state-wide summary only three percent of the sample was rated below average, with all of our vocational students in Sarasota close to this evaluation rating. Our local sample of adult preparatory employers responded in a most positive manner with an insignificant two percent listing their employees performance below average.

Figure 8

Amount of Work Performed by Individual
by percent

Area	Above Average	Average	Below Average
County-wide	46	50	4
Secondary Prep.	45	51	5
Adult Prep.	46	51	2
Co-op	40	55	5
Health Occup.	51	45	4

Invariably the two measures an employer immediately thinks of when evaluating a new employee are amount and quality of work. Figure 9 shows the majority of employers responding to the quality of individual performance are basically split between the "consistently high" and "generally acceptable."

Figure 9

Quality of Work Performed by Individual
by percent

Area	High	Acceptable	Not Always Acceptable
County-wide	54	42	4
Secondary Prep.	45	50	5
Adult Prep.	49	41	10
Co-op	49	49	2
Health Occup.	62	35	3

Two exceptions are Adult Preparatory with a 10% "not always acceptable" response, and Health Occupations employers who rated 62% of their employees "consistently high," this in an occupational environment that considers even acceptable (average) performance to be very demanding.

Anytime you ask for feedback on occupational performance you should also consider information relevant to the social environment which the student will enter upon employment. Questions 5 through 10 deal with an assessment of the extent to which graduates possess personal qualities consistent with others in their occupation. The various job-related personal characteristics that might affect performance on the job were condensed into the following areas: ability to follow prescribed work procedures, ability to adapt to different work assignments, supervision required, interest levels, reaction to constructive criticism, and ability to work well with others.

Question 5 asks the employer to rate this person on his ability/inability to follow prescribed work procedures. The question is designed poorly, as it is stated in a negative tense, "Does this person appear to have difficulty...?" Some employers who rush through the survey instrument have a tendency to incorrectly answer this question by checking "yes" without properly reading the question. This is usually picked up by Placement and Follow-Up personnel when analyzing survey returns. When an employee has all positive statements but receives a "yes" answer for this question, it is usually an error on the part of the individual completing the survey.

From interviews with employers and past experience, I would estimate this error not to be in excess of five percent of the total sample. The point is, that it does tend to shadow the validity and reliability of this question. While some of these ratings appear to be low or unacceptable, Figure 10, many employers are willing to assist a new employee in this area if amount and quality are sufficiently high.

Figure 10

Difficulty in Following Prescribed Work Procedures
by percent

Area	No	Yes	Sometimes
County-wide	81	8	11
Secondary Prep.	84	4	12
Adult Prep.	61	20	19
Co-op	82	7	11
Health Occup.	88	6	6

While question 5 asks about prescribed work procedures, question 6 asks for information on the employee's adaptability to different work assignments. The county-wide averages correspond very closely to state-wide responses, being only one percent apart for any of the answers.

Question 7 relates performance to require supervision, and asks, "How much supervision does this person require to perform his job?" The responses were evenly distributed

between little or average amounts. The secondary preparatory sample was slightly higher with a nine percent response for "a great deal of supervision." This may be due to limited experience and could be considered as a need for more on-the-job training, or possibly a closer watch on students by an S.I.E. coordinator. Figure 11 shows this response for the various areas of county-wide vocational training.

Figure 11

Required Supervision
by percent

Area	Great Deal	Average	Little or None
County-wide	5	47	48
Secondary Prep.	9	40	42
Adult Prep.	5	49	46
Co-op	6	49	45
Health Occup.	5	43	52

Employee interest levels continued to be extremely high, a most positive assessment from these employers. Very few graduates were rated as having a negative interest level. Figure 12, page 24, shows this response for the various areas of county-wide vocational training.

Figure 12

Interest Taken in Work
by percent

Area	Great Deal	Average	Little or None
County-wide	61	39	0
Secondary Prep.	45	55	0
Adult Prep.	66	34	0
Co-op	56	42	2
Health Occup.	68	31	1

Question 9 continues this positive assessment of last year's vocational graduates by showing that 89% of the respondents stated that Sarasota vocational students react positively to constructive employer criticism. The implication hopefully, is if an employee is not performing satisfactorily there is a good indication that the problem can be corrected through positive communication from the supervisor.

Figure 13, page 25, needs little explanation. According to this sample, our graduates will never lose a job because of their general inability to work well with others.

Figure 13

Works Well With Others
by percent

Area	Yes	No
County-wide	98	2
Secondary Prep.	98	2
Adult Prep.	100	0
Co-op	96	4
Health Occup.	98	2

In addition to assessing specific elements of an employee's job performance, the employer is asked to make an overall judgment of the graduate's potential. This overall evaluation takes place in the form of the employee's capability for advancement. Figure 14 was the result of asking these employers if they felt, "this person is capable of advancement."

Figure 14

Capable of Advancement
by percent

Area	Yes	No
County-wide	92	8
Secondary Prep.	92	8
Adult Prep.	97	3
Co-op	96	4
Health Occup.	92	8

The state-wide VTAE average for this question was 92% affirmative. Sarasota County vocational graduates responded at or above this percentage with the adults receiving a 97% "yes" response from their employers.

The last question on this employer survey asks the respondent to, "Please list any suggestions for improving the program of vocational education in Florida." As with the Student Survey which preceded this contact, the employer used this space for praise, criticism, and suggestions for improvement. Each comment along with the tabular summaries of each course was forwarded to program coordinators and school principals for their review and action.

The overwhelming response from this sample of vocational graduate employers was extremely positive. Some expressed limited concerns about a specific employee but never generalized an employee criticism as being the result of an inefficient program or method of instruction. The criticism that was forwarded was usually about individual attitudes or personalities and rarely about performance. A few employers made constructive suggestions about updating equipment and additional subject material which needed to be added to existing curriculum.

VTAE Follow-Up Study Problems

Depending on the local support and efforts which are expended, the Florida system of student and employer annual follow-up studies on preparatory vocational graduates can provide useful feedback information for district and state VTAE decision makers.

From a district viewpoint, the present system is a functional one; but with some concerns which either hinder the use of collected information to its fullest extent, or which mandate extensive added manhours on the part of local placement and follow-up personnel in the processing of information.

After working with the present system for three years, it is evident that the total system has improved after each study period. It is felt by this local placement and follow-up office that further revision and systems change could greater improve the use of the collected data.

Keeping in mind the overall constraints of conducting a state-wide follow-up system, the following modifications seem appropriate:

1. Reporting/Coding - The basic reporting system of using OE employment codes, while an improvement over last year's employment area codes, is still a major hinderance for local, direct accountability. Reports are so general that the matching of survey respondents to specific courses at a specific school takes extensive hours of clerical work at the local level. This directly interferes with the infusion of

feedback to specific instructors, one of the keys in implementing survey results. Instructors tend not to actively engage in the retrieval of survey instruments from their former students unless they themselves get useful and direct feedback about their particular graduates. An agriculture teacher, while interested, does not need information about all students employed in agri-business in the state or district as much as he needs information on his specific graduated students by class.

A change back to accreditator codes as originally used in 1972-1973 would improve this problem and would increase total return rates of survey instruments across the state. Any matching of students to U. S. Office of Education codes should be done by Information Services after local reports have been completed by accreditator or program codes.

2. Data Processing - Local data processing centers need to work closer with Information Services to facilitate the surveying of preparatory students only. Too many avocational, supplemental students are still appearing on printouts and survey instruments.

There needs to be an additional code on local printouts to notify Information Services of continuing/overlapping courses. An example of this is LPN Training which is a one year course having its graduation in the Fall. These students are dropped (for data processing purposes) on June 30 and re-entered on July 1. This causes their name to be printed on VTAE surveys as completions before they actually graduate.

3. Survey Timing - While giving initial placement information, the mailout of the survey does not give the student sufficient time to successfully engage in their respective occupation and hence, reflect on the value of their training. This rationale for a later date of surveying is covered in the report text. The employer follow-up has even greater implications as research has shown that feedback information collected before six months has only minimum placement validity. A better survey time line would indicate the VTAE mailout taking place at or about one year after graduation instead of the four- to six-month period now used.

4. Return Rates - It appears evident that the rate (percentage) of return of survey forms is so low on a state-wide average that the generalization of the collected information to the total survey population is not only greatly hindered but questionable from a validity standpoint. Area or state-wide workshops need to be conducted by personnel with proven abilities in collecting a valid response in vocational follow-up studies. The workshop's primary objectives should be (1) to increase the number of respondents to the Florida VTAE Follow-Up Survey, and (2) the implementation of a basic validity study (i.e., chi-square measuring personal characteristics of respondents versus non-respondents) at the county level.

5. Local Leadership - In line with state guidelines calling for comprehensive placement and follow-up for all students, the total VTAE effort would receive more credibility if it were the responsibility of the same person conducting all other (non-vocational) follow-up surveys. The VTAE system could still be decentralized by school or personnel, but the overall

responsibility for its implementation and results should come from one county office. It should receive the same efforts and attention as those studies conducted on non-vocational graduates.

6. Funding - Reinstitute the funding of $.50 per student survey which originally was granted to district vocational personnel to conduct this system. The cost of supplies not provided by the State has caused some districts to "back off" from a full effort on implementing this study.

7. Survey Instrument Design - While the original survey form was field tested and well designed, it appears that some minor changes would improve both the information gathered and the number of people responding.

a. Some positive consideration for related educational placement needs to be added or redesigned into the present question on student post-secondary placement. It could be aligned with question 6 to read, "How would you classify your present employment or educational position?"

b. The average weekly pay, question 7, needs to be changed to reflect only full-time, competitive wage earners. This information would therefore, not be influenced by part-time workers.

c. Question 5 on the employer survey is stated in a negative tense. While all other questions ask for a positive answer for a positive evaluation. This tends to receive an improper answer from some employers when answering this question. It could easily be changed to read, "Does this person follow prescribed work procedures most of the time?"

CITED REFERENCES

Dale, J. R., The Design and Implementation of a Model Placement and Follow-Up Program. Sarasota, Florida: Placement and Follow-Up Project, 1974.

Monthly Labor Review, January 1975. Employment Status by Age, Sex, and Color, Seasonally Adjusted, p. 96.

Preston, J. R., A Follow-Up Study of Secondary Preparatory Program Graduates, Years 1969-1973, at Sarasota County Vocational-Technical Center. Tampa, Florida: Department of Vocational and Adult Education, University of South Florida, 1974.

Pucel, D. J., The Minnesota Vocational Follow-Up System: Rationale and Methods.

Schiller, Bradley R., "Winning the Job Search," Manpower, January 1975, p.19.

APPENDICES

APPENDIX A
1974 VTAE SURVEY SCHEDULE

1974 VTAE SURVEY SCHEDULE

Item	Date
Alert Card Mailout	9-13-74
Student Survey First Mailout	10-1-74
Employer Survey Mailout	10-8-74
Telephone Contact to Student Non-Respondents	10-14-74 through 10-17-74
Student Survey Second Mailout	10-21-74
Memorandum to SCVTC Instructors from H. Holmbraker	10-15-74
Meeting With Co-Op Teacher/Coordinators	10-23-74
All Student Surveys Forwarded to Information Services	11-15-74
All Employer Surveys Forwarded to Information Services	11-29-74
Student and Employer Surveys Returned to School Districts	12-30-74
Received State-Wide Report from Information Services	2-10-74

APPENDIX B

ALERT CARD

DEAR FORMER STUDENT OF VO-TECH:

In a few days you will receive a survey inquiring about your progress since leaving school. I should like to request your cooperation by completing and returning this survey. Your answers to the questions will be of great value to the students here now and for our future students. Your individual responses will will be kept in the strictest confidence.

Sincerely,

Harry R. Holmbraker

Harry R. Holmbraker, Director
Sarasota County Vocational-Technical Center

APPENDIX C

PFU and VTAE ENVELOPES

THE SCHOOL BOARD OF SARASOTA, COUNTY
OFFICE OF PLACEMENT AND FOLLOW-UP
2418 HATTON STREET
SARASOTA, FLORIDA 33577

PFU

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
2418 HATTON STREET SARASOTA, FLORIDA 33577

PFU

APPENDIX D

FOLLOW-UP OF PROGRAM COMPLETIONS IN VOCATIONAL EDUCATION

FOLLOW-UP OF PROGRAM COMPLETIONS IN VOCATIONAL EDUCATION

Fiscal Year 1973

(Source: Vocational Educational Fiscal Year 1973
HEW/OE/BOAE, Tables 070-073, pages 50-53
May 1974

Of the Total Preparatory Program completions available for placement, the data show:

		Employed in Area Trained For	Other Employment	Unemployed
NATION	All Levels	67.1%	23.9%	9 %
NATION	Adult	66.5%	25.3%	8.2%
NATION	Secondary	62.1%	27.8%	10.1%
FLORIDA	All Levels	54.1%	29.8%	16.1%
FLORIDA	Adult	50.1%	35.7%	13.6%
FLORIDA	Secondary	56 %	25 %	19 %

APPENDIX E

LETTER TO "UNEMPLOYED AND LOOKING FOR WORK"

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

2418 HATTON STREET · SARASOTA, FLORIDA 33577

February 18, 1975

Dear Former Student:

Last Fall you took the time to respond to a Follow-Up Survey conducted each year by the School Board of Sarasota County. Because of your answer to one of those questions, "unemployed and looking for work," we are now attempting to follow through and assist you if we can. If you have secured placement since our last contact, we wish you success.

I'm sure you are aware of the difficult economic situation that exists locally and throughout the country. You may not be aware of the assistance available to you through your former high school or Vocational-Technical Center guidance office.

The attached list identifies a person at your former school who is charged with the responsibility of assisting you if you so desire. Each occupational specialist has a system of Job Data Bank listings of available employment in this region of Florida. A vast number of resources about careers and post-secondary training are available locally.

In the near future, we will be receiving job openings from members of the local industrial business community specifically for graduating and former students.

This office and each one of the specialists listed invite you to return to your former school and take advantage of existing employment resources. We do not guarantee a job; we do guarantee, to the best of our ability, a valid attempt to secure gainful employment for you.

Sincerely,

Jim Preston

Jim Preston, Program Specialist
Placement and Follow-Up

JP:mc

APPENDIX F

VTAE REPORTS

1974 VTAE Student/Employer Follow-Up Reports

Report	Contact Person
Sarasota County 1974 VTAE Report	C.A. Bellum Asst. Superintendent VTAE
Sarasota County Vocational-Technical Center (see Index)	Harry. R. Holmbraker Director
Health Occupations Program SCVTC	Mrs. Martha Wingate Coordinator
Sarasota County Student Center Work Experience Programs	Gene Williamson Principal
High School Co-op Programs	
Riverview	Ed Brown, Principal
Sarasota	Bill Banks, Principal
Venice	Guy Rose, Principal

APPENDIX G

STATE-WIDE SUMMARY
STUDENT AND EMPLOYER

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
VOCATIONAL, TECHNICAL AND ADULT EDUCATION FOLLOW-UP SURVEY

CONFIDENTIAL CONFIDENTIAL

Student and Vocational-Technical Program Information

State-wide Summary
1974

Population = 88, 452
Returns = 27, 331
Percent = 30%

We need your help to collect information for evaluating vocational education programs in Florida. The information we are requesting will be used in improving present programs and in planning new ones. As a former vocational student, your activities and your opinions are among the most valuable input we will receive.

Please take a few minutes and complete the items on both sides of the sheet. The completed form is to be returned in the self-addressed stamped envelope which is enclosed for your convenience. No postage is necessary.

Sincerely,

[redacted]
Floyd T. Christian
Commissioner of Education

TABULAR SUMMARY
by percent

Is your name and address correct as printed above? If not, please print the corrected information below.

Name _____
Last First Middle Initial

Address _____
Number Street

_____
City (Town or Post Office) State Zip Code

Your Social Security No. ___ ___ ___ ___ ___ ___ ___ ___ ___

THE WORDS, "THIS VOCATIONAL PROGRAM," REFER TO THE VOCATIONAL-TECHNICAL PROGRAM NAMED IN THE IDENTIFICATION BLOCK ABOVE.

1. Have you been employed since leaving this vocational program? (Military Service is considered employment)

	PERCENT	
1	76	yes
2	23	no

How many jobs have you held since leaving this program? _____

2. What are you doing at the present time? (Check ALL appropriate items)

	PERCENT	
1	49	Working full-time (30 hours or more per week)
2	12	Working part-time (fewer than 30 hours per week)
3	13	Unemployed and looking for work
4	5	Unemployed and not looking for work
5	13	In school (full or part-time)
6	2	Full-time homemaker
7	1	In Military Service
8	1	Other (specify) _____

Kind of school program
(Check ALL appropriate items)

	PERCENT	
1	10	Area Vocational-Technical School
2	17	Community Junior College
3	5	University/Four-Year College
4	0	Private Business/Commercial School
5	0	Military Specialist School
6	0	Company Course or School
7	1	Apprentice Related Program
8	0	Correspondence course
9	3	Other (specify) _____

(Please turn page)

Please answer Section 3A if you are presently employed full or part-time.

Please answer Section 3B if you are not presently employed but have worked full or part-time since leaving this vocational program.

If you have not been employed since leaving this vocational program, skip to Question 8.

Section 3A

Where do you work? (PLEASE GIVE COMPLETE ADDRESS)

Name of Firm _____

Street or Box No. _____

City, State and ZIP _____

Name of Your Immediate Supervisor _____

What is your job? _____

Section 3B

Where was your last job? (PLEASE GIVE COMPLETE ADDRESS)

Name of Firm _____

Street or Box No. _____

City, State and ZIP _____

Name of Your Immediate Supervisor _____

What was your job? _____

4. May we have permission to contact your employer about your success on the job?

	PERCENT	
1	88	yes
2	11	no

5. How did you get the job?

1	15	Through Vocational Teacher(s), Supervisor(s) or Cooperative Education Coordinator(s)	
2	1	Through Occupational Specialist(s)	
3	1	Through School Guidance Counselor(s)	
4	26	Through Friend(s) or Relative(s)	
5	1	Through State Employment Agency	
6	1	Through Private Employment Agency	
7	46	On My Own	
8	5	Other (specify) _____	

6. How would you classify your job? (Please check only one)

1	20	One for which you were trained by this vocational program
2	31	Related to your training in this vocational program
3	48	Not related to your training in this vocational program

7. Your average weekly pay (before taxes) is (was):

1 12% under $50 2 15% $50-$74 3 21% $75-$99 4 21% $100-$124 5 12% $125-$149 6 16% $150 or over

8. Please list any suggestions for improving this vocational program.

Of these returns, 48% listed a response for this question.

THANK YOU FOR YOUR COOPERATION

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
EMPLOYER SURVEY

CONFIDENTIAL CONFIDENTIAL

STATE-WIDE SUMMARY N= 9,548

Employee's Name _____ Social Security Number _____

To the Evaluator:

Please provide information regarding the employee whose name is listed above. The results of this survey will be used in evaluating the program of vocational education in Florida. The information which we are requesting will be held in strict confidence. Neither you, the employee nor the organization will be identified in the final report of this study.

Please take a few minutes and complete the items on both sides of the sheet. The completed form is to be returned in the self-addressed envelope which is enclosed for your convenience. No postage is necessary.

Sincerely,

Joe D. Mills

Joe D. Mills, Director
Vocational, Technical, and Adult Education

TABULAR ANALYSIS
by percent

****

1. Is the above named person presently in your employ?

1 79 yes If yes, go to Question 3.
2 20 no

2. If no, was this person ever employed by your organization?

1 95 yes
2 4 no If no, go to Question 12.

PLEASE RATE THIS EMPLOYEE IN COMPARISON TO PERSONS PERFORMING THE SAME TYPE OF WORK FOR A SIMILAR PERIOD OF TIME.

3. What is the amount of work performed by this person? (Check one answer)

1 45 above average
2 50 average
3 3 below average
4 0 very low or insignificant

4. What is the quality of this person's work?

1 49 consistently high
2 46 generally acceptable
3 4 not always acceptable

5. Does this person appear to have difficulty in following prescribed work procedures?

1 3 yes
2 85 no
3 11 sometimes

6. How does this person adapt himself to different work assignments?

1 83 adapts easily
2 15 adapts, but with some difficulty
3 1 has great difficulty in adapting

(Please turn page.)

7. How much supervision does this person require to perform his job?

1 43 little or no supervision
2 51 about the average amount
3 4 a great deal of supervision

8. How much interest does this person take in his work?

1 56 a great deal
2 40 about the average amount
3 3 little or no interest

9. How does this person react to constructive criticism?

1 85 reacts positively
2 11 indifferently
3 3 reacts negatively

10. Generally, does this person appear to work well with others?

1 97 yes
2 2 no

11. Do you feel this person is capable of advancement?

1 92 yes
2 7 no

12. Please list any suggestions for improving the program of vocational education in Florida.

Of the returns, 27% listed a response for this question.

THANK YOU FOR YOUR COOPERATION.

APPENDIX H

COUNTY-WIDE SUMMARY
STUDENT AND EMPLOYER

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
VOCATIONAL, TECHNICAL AND ADULT EDUCATION FOLLOW-UP SURVEY

CONFIDENTIAL **CONFIDENTIAL**

Student and Vocational-Technical Program Information

County-wide Summary
1974 VTAE

Population = 778
Returns = 486
63%

We need your help to collect information for evaluating vocational education programs in Florida. The information we are requesting will be used in improving present programs and in planning new ones. As a former vocational student, your activities and your opinions are among the most valuable input we will receive.

Please take a few minutes and complete the items on both sides of the sheet. The completed form is to be returned in the self-addressed stamped envelope which is enclosed for your convenience. No postage is necessary.

Sincerely,

[redacted]
Floyd T. Christian
Commissioner of Education

Is your name and address correct as printed above? If not, please print the corrected information below.

Name _____
Last First Middle Initial

Address _____
Number Street

_____
City (Town or Post Office) State Zip Code

Your Social Security No. ___ ___ ___ ___ ___ ___ ___ ___ ___

THE WORDS, "THIS VOCATIONAL PROGRAM," REFER TO THE VOCATIONAL-TECHNICAL PROGRAM NAMED IN THE IDENTIFICATION BLOCK ABOVE.

1. Have you been employed since leaving this vocational program? (Military Service is considered employment) N=482

	Number	Percent	
1	400	83	yes
2	71	15	no
	11	2	

How many jobs have you held since leaving this program? 1.05 average

2. What are you doing at the present time? (Check ALL appropriate items)

	Number	Percent	
1	277	58	Working full-time (30 hours or more per week)
2	60	12	Working part-time (fewer than 30 hours per week)
3	50	10	Unemployed and looking for work
4	18	3.7	Unemployed and not looking for work
5	135	28	In school (full or part-time)
6	30	6	Full-time homemaker
7	4	1	In Military Service
8	20	0	Other (specify) _____

Kind of school program
(Check ALL appropriate items)

	Number	Percent	
1	59	12	Area Vocational-Technical School
2	47	10	Community Junior College
3	9	2	University/Four-Year College
4	2		Private Business/Commercial School
5	4		Military Specialist School
6	5		Company Course or School
7	2		Apprentice Related Program
8	1		Correspondence course
9	15		Other (specify) _____

(Please turn page)

Please answer Section 3A if you are presently employed full or part-time.

Please answer Section 3B if you are not presently employed but have worked full or part-time since leaving this vocational program.

If you have not been employed since leaving this vocational program, skip to Question 8.

Section 3A

Where do you work? (PLEASE GIVE COMPLETE ADDRESS)

Name of Firm _____

Street or Box No. _____

City, State and ZIP _____

Name of Your Immediate Supervisor _____

What is your job? _____

Section 3B

Where was your last job? (PLEASE GIVE COMPLETE ADDRESS)

Name of Firm _____

Street or Box No. _____

City, State and ZIP _____

Name of Your Immediate Supervisor _____

What was your job? _____

4. May we have permission to contact your employer about your success on the job? N=376

	Number	Percent	
1	345	92	yes
2	31	8	no

5. How did you get the job? N=380

	Number	Percent		Number	Percent	
1	91	24	Through Vocational Teacher(s), Supervisor(s) or Cooperative Education Coordinator(s)	5	4	1	Through State Employment Agency
2	5	1	Through Occupational Specialist(s)	6	12	3	Through Private Employment Agency
3	4	1	Through School Guidance Counselor(s)	7	170	45	On My Own
4	72	91	Through Friend(s) or Relative(s)	8	22	6	Other (specify) _____

6. How would you classify your job? (Please check only one) N=382

	Number	Percent	
1	149	39	One for which you were trained by this vocational program
2	119	31	Related to your training in this vocational program
3	114	30	Not related to your training in this vocational program

7. Your average weekly pay (before taxes) is (was):

	Percent		Number	
1	7	under $50	31	
2	10	$50-$74	44	
3	28	$75-$99	120	
4	20	$100-$124	85	
5	18	$125-$149	77	
6	15	$150 or over	65	

8. Please list any suggestions for improving this vocational program.

_____

_____

_____

_____

_____

THANK YOU FOR YOUR COOPERATION

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
EMPLOYER SURVEY

CONFIDENTIAL CONFIDENTIAL

COUNTY-WIDE SUMMARY - 1974 VTAE

Employee's Name _____ N=290 _____ Social Security Number _____

To the Evaluator:

Please provide information regarding the employee whose name is listed above. The results of this survey will be used in evaluating the program of vocational education in Florida. The information which we are requesting will be held in strict confidence. Neither you, the employee nor the organization will be identified in the final report of this study.

Please take a few minutes and complete the items on both sides of the sheet. The completed form is to be returned in the self-addressed envelope which is enclosed for your convenience. No postage is necessary.

Sincerely,

Joe D Mills

Joe D. Mills, Director
Vocational, Technical, and Adult Education

****

1. Is the above named person presently in your employ? N=290

	number	percent	
1	251	87	yes If yes, go to Question 3.
2	39	13	no

2. If no, was this person ever employed by your organization?

1	38	13	yes
2	1		no If no, go to Question 12.

PLEASE RATE THIS EMPLOYEE IN COMPARISON TO PERSONS PERFORMING THE SAME TYPE OF WORK FOR A SIMILAR PERIOD OF TIME.

3. What is the amount of work performed by this person? (Check one answer) N=285

1	131	46	above average
2	143	50	average
3	10	4	below average
4	1		very low or insignificant

4. What is the quality of this person's work? N=286

1	154	54	consistently high
2	121	42	generally acceptable
3	11	4	not always acceptable

5. Does this person appear to have difficulty in following prescribed work procedures? N=286

1	23	8	yes
2	233	81	no
3	31	11	sometimes

6. How does this person adapt himself to different work assignments?

1	235	82	adapts easily
2	47	16	adapts, but with some difficulty
3	4	1	has great difficulty in adapting

(Please turn page.)

number percent

7. How much supervision does this person require to perform his job? N=284

1 137 48 little or no supervision
2 132 47 about the average amount
3 15 5 a great deal of supervision

8. How much interest does this person take in his work? N=291

1 176 61 a great deal
2 113 39 about the average amount
3 2 0 little or no interest

9. How does this person react to constructive criticism? N=281

1 249 89 reacts positively
2 22 8 indifferently
3 10 3 reacts negatively

10. Generally, does this person appear to work well with others? N=284

1 278 98 yes
2 6 2 no

11. Do you feel this person is capable of advancement? N=275

1 254 92 yes
2 21 8 no

12. Please list any suggestions for improving the program of vocational education in Florida.

_____

_____

_____

_____

_____

_____

THANK YOU FOR YOUR COOPERATION.

APPENDIX I

SECONDARY PREPARATORY SUMMARY, SCVTC STUDENT AND EMPLOYER

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
VOCATIONAL, TECHNICAL AND ADULT EDUCATION FOLLOW-UP SURVEY

CONFIDENTIAL **CONFIDENTIAL**

Student and Vocational-Technical Program Information

Secondary Preparatory Summary
SCVTC

120 of 140 returned surveys
86%

We need your help to collect information for evaluating vocational education programs in Florida. The information we are requesting will be used in improving present programs and in planning new ones. As a former vocational student, your activities and your opinions are among the most valuable input we will receive.

Please take a few minutes and complete the items on both sides of the sheet. The completed form is to be returned in the self-addressed stamped envelope which is enclosed for your convenience. No postage is necessary.

Sincerely,

[redacted]
Floyd T. Christian
Commissioner of Education

Is your name and address correct as printed above? If not, please print the corrected information below.

Name _____
Last First Middle Initial

Address _____
Number Street

_____
City (Town or Post Office) State Zip Code

Your Social Security No. ___ ___ ___ ___ ___ ___ ___ ___ ___

THE WORDS, "THIS VOCATIONAL PROGRAM," REFER TO THE VOCATIONAL-TECHNICAL PROGRAM NAMED IN THE IDENTIFICATION BLOCK ABOVE.

1. Have you been employed since leaving this vocational program? (Military Service is considered employment) N=120

	Number	Percent	
1	109	91	yes
2	11	9	no

How many jobs have you held since leaving this program? _____

2. What are you doing at the present time? (Check ALL appropriate items)

	Number	Percent	
1	67	56	Working full-time (30 hours or more per week)
2	11	9	Working part-time (fewer than 30 hours per week)
3	13	11	Unemployed and looking for work
4	5	4	Unemployed and not looking for work
5	31	26	In school (full or part-time)
6	2	2	Full-time homemaker
7	3	3	In Military Service
8	1		Other (specify) _____

Kind of school program
(Check ALL appropriate items)

	Number	Percent	
1	7	6	Area Vocational-Technical School
2	9	8	Community Junior College
3	3	3	University/Four-Year College
4	0		Private Business/Commercial School
5	3	3	Military Specialist School
6	2	2	Company Course or School
7	1	1	Apprentice Related Program
8	0		Correspondence course
9	6	5	Other (specify) _____

(Please turn page)

Please answer Section 3A if you are presently employed full or part-time.

Please answer Section 3B if you are not presently employed but have worked full or part-time since leaving this vocational program.

If you have not been employed since leaving this vocational program, skip to Question 8.

Section 3A

Where do you work? (PLEASE GIVE COMPLETE ADDRESS)

Name of Firm _____

Street or Box No. _____

City, State and ZIP _____

Name of Your Immediate Supervisor _____

What is your job? _____

Section 3B

Where was your last job? (PLEASE GIVE COMPLETE ADDRESS)

Name of Firm _____

Street or Box No. _____

City, State and ZIP _____

Name of Your Immediate Supervisor _____

What was your job? _____

4. May we have permission to contact your employer about your success on the job? N=74

	Number	Percent	
1	67	92	yes
2	6	8	no

5. How did you get the job?

	Number	Percent			Number	Percent	
1	23	23	Through Vocational Teacher(s), Supervisor(s) or Cooperative Education Coordinator(s)	5	0		Through State Employment Agency
2	3	3	Through Occupational Specialist(s)	6	1	1	Through Private Employment Agency
3	0		Through School Guidance Counselor(s)	7	36	36	On My Own
4	32	32	Through Friend(s) or Relative(s)	8	5	5	Other (specify) _____

6. How would you classify your job? (Please check only one) N=86

	Number	Percent	
1	24	29	One for which you were trained by this vocational program
2	26	31	Related to your training in this vocational program
3	33	40	Not related to your training in this vocational program

7. Your average weekly pay (before taxes) is (was): N=86

	Percent	Number		Percent	Number		Percent	Number		Percent	Number		Percent	Number	
1	8	7	under $50	2 17	15	$50-$74	3 23	20	$75-$99	4 27	23	$100-$124	5 14	12	$125-$149	6 11	9	$150 or over

8. Please list any suggestions for improving this vocational program.

_____

_____

_____

_____

_____

THANK YOU FOR YOUR COOPERATION

STATE OF FLORIDA
DEPARTMENT OF EDUCATION

CONFIDENTIAL — EMPLOYER SURVEY — CONFIDENTIAL

SECONDARY PREPARATORY - SCVTC SUMMARY (All Programs)
N=58

Employee's Name _____ Social Security Number _____

To the Evaluator:

Please provide information regarding the employee whose name is listed above. The results of this survey will be used in evaluating the program of vocational education in Florida. The information which we are requesting will be held in strict confidence. Neither you, the employee nor the organization will be identified in the final report of this study.

Please take a few minutes and complete the items on both sides of the sheet. The completed form is to be returned in the self-addressed envelope which is enclosed for your convenience. No postage is necessary.

Sincerely,

Joe D Mills

Joe D. Mills, Director
Vocational, Technical, and Adult Education

****

1. Is the above named person presently in your employ?

	Percent	
1	88	yes If yes, go to Question 3.
2	12	no

2. If no, was this person ever employed by your organization?

1	10	yes
2	2	no If no, go to Question 12.

PLEASE RATE THIS EMPLOYEE IN COMPARISON TO PERSONS PERFORMING THE SAME TYPE OF WORK FOR A SIMILAR PERIOD OF TIME.

3. What is the amount of work performed by this person? (Check one answer)

1	45	above average
2	51	average
3	5	below average
4		very low or insignificant

4. What is the quality of this person's work?

1	45	consistently high
2	50	generally acceptable
3	5	not always acceptable

5. Does this person appear to have difficulty in following prescribed work procedures?

1	4	yes
2	84	no
3	12	sometimes

6. How does this person adapt himself to different work assignments?

1	79	adapts easily
2	21	adapts, but with some difficulty
3	0	has great difficulty in adapting

(Please turn page.)

7. How much supervision does this person require to perform his job?

Percent

1. 42 little or no supervision
2. 50 about the average amount
3. 9 a great deal of supervision

8. How much interest does this person take in his work?

1. 45 a great deal
2. 50 about the average amount
3. 0 little or no interest

9. How does this person react to constructive criticism?

1. 82 reacts positively
2. 15 indifferently
3. 3 reacts negatively

10. Generally, does this person appear to work well with others?

1. 98 yes
2. 2 no

11. Do you feel this person is capable of advancement?

1. 92 yes
2. 8 no

12. Please list any suggestions for improving the program of vocational education in Florida.

SEE PROGRAM SUMMARY

THANK YOU FOR YOUR COOPERATION.

APPENDIX J

ADULT PREPARATORY SUMMARY, SCVTC STUDENT AND EMPLOYER

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
VOCATIONAL, TECHNICAL AND ADULT EDUCATION FOLLOW-UP SURVEY

CONFIDENTIAL CONFIDENTIAL

Student and Vocational-Technical Program Information

Adult Preparatory Summary
(Excluding Health Occupations & Key Punch Operator)

58 of 74 returned surveys
78%

We need your help to collect information for evaluating vocational education programs in Florida. The information we are requesting will be used in improving present programs and in planning new ones. As a former vocational student, your activities and your opinions are among the most valuable input we will receive.

Please take a few minutes and complete the items on both sides of the sheet. The completed form is to be returned in the self-addressed stamped envelope which is enclosed for your convenience. No postage is necessary.

Sincerely,

[redacted]
Floyd T. Christian
Commissioner of Education

Is your name and address correct as printed above? If not, please print the corrected information below.

Name _____
Last First Middle Initial

Address _____
Number Street

_____
City (Town or Post Office) State Zip Code

Your Social Security No. ___ ___ - ___ ___ ___ ___ ___ ___ ___

THE WORDS, "THIS VOCATIONAL PROGRAM," REFER TO THE VOCATIONAL-TECHNICAL PROGRAM NAMED IN THE IDENTIFICATION BLOCK ABOVE.

1. Have you been employed since leaving this vocational program? (Military Service is considered employment) N=58

	Number	Percent	
1	44	76	yes
2	10	17	no

How many jobs have you held since leaving this program? _____

2. What are you doing at the present time? (Check ALL appropriate items)

1	31	53	Working full-time (30 hours or more per week)
2	7	12	Working part-time (fewer than 30 hours per week)
3	3	5	Unemployed and looking for work
4	2	3	Unemployed and not looking for work
5	21	36	In school (full or part-time)
6	6	10	Full-time homemaker
7	0		In Military Service
8	6	10	Other (specify) _____

Kind of school program
(Check ALL appropriate items)

1	18	31	Area Vocational-Technical School
2	2	3	Community Junior College
3	1	2	University/Four-Year College
4	0		Private Business/Commercial School
5	0		Military Specialist School
6	0		Company Course or School
7	0		Apprentice Related Program
8	0		Correspondence course
9	3	5	Other (specify) _____

(Please turn page)

Please answer Section 3A if you are presently employed full or part-time.

Please answer Section 3B if you are not presently employed but have worked full or part-time since leaving this vocational program.

If you have not been employed since leaving this vocational program, skip to Question 8.

Section 3A

Where do you work? (PLEASE GIVE COMPLETE ADDRESS)

Name of Firm _____

Street or Box No. _____

City, State and ZIP _____

Name of Your Immediate Supervisor _____

What is your job? _____

Section 3B

Where was your last job? (PLEASE GIVE COMPLETE ADDRESS)

Name of Firm _____

Street or Box No. _____

City, State and ZIP _____

Name of Your Immediate Supervisor _____

What was your job? _____

4. May we have permission to contact your employer about your success on the job? N=43

	Number	Percent	
1	42	98	yes
2	1	2	no

5. How did you get the job? N=43

	Number	Percent	
1	8	17	Through Vocational Teacher(s), Supervisor(s) or Cooperative Education Coordinator(s)
2	0		Through Occupational Specialist(s)
3	0		Through School Guidance Counselor(s)
4	9	19	Through Friend(s) or Relative(s)
5	0		Through State Employment Agency
6	0		Through Private Employment Agency
7	30	63	On My Own
8	1	2	Other (specify) _____

6. How would you classify your job? (Please check only one) N=46

	Number	Percent	
1	16	35	One for which you were trained by this vocational program
2	9	20	Related to your training in this vocational program
3	21	45	Not related to your training in this vocational program

7. Your average weekly pay (before taxes) is (was): N=41

	Percent	Number	
1	2	1	under $50
2	15	6	$50-$74
3	10	4	$75-$99
4	29	12	$100-$124
5	27	11	$125-$149
6	17	7	$150 or over

8. Please list any suggestions for improving this vocational program.

_____

_____

_____

_____

_____

THANK YOU FOR YOUR COOPERATION

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
EMPLOYER SURVEY

CONFIDENTIAL CONFIDENTIAL

ADULT PREPARATORY SUMMARY (excluding Health Occupations and Key Punch)

Employee's Name _____ N=29 Social Security Number _____

To the Evaluator:

Please provide information regarding the employee whose name is listed above. The results of this survey will be used in evaluating the program of vocational education in Florida. The information which we are requesting will be held in strict confidence. Neither you, the employee nor the organization will be identified in the final report of this study.

Please take a few minutes and complete the items on both sides of the sheet. The completed form is to be returned in the self-addressed envelope which is enclosed for your convenience. No postage is necessary.

Sincerely,

Joe D Mills

Joe D. Mills, Director
Vocational, Technical, and Adult Education

****

1. Is the above named person presently in your employ?

Percent

1 85 yes If yes, go to Question 3.
2 15 no

2. If no, was this person ever employed by your organization?

1 15 yes
2 0 no If no, go to Question 12.

PLEASE RATE THIS EMPLOYEE IN COMPARISON TO PERSONS PERFORMING THE SAME TYPE OF WORK FOR A SIMILAR PERIOD OF TIME.

3. What is the amount of work performed by this person? (Check one answer)

1 46 above average
2 51 average
3 0 below average
4 2 very low or insignificant

4. What is the quality of this person's work?

1 49 consistently high
2 41 generally acceptable
3 10 not always acceptable

5. Does this person appear to have difficulty in following prescribed work procedures?

1 20 yes
2 61 no
3 19 sometimes

6. How does this person adapt himself to different work assignments?

1 73 adapts easily
2 24 adapts, but with some difficulty
3 2 has great difficulty in adapting

(Please turn page.)

7. How much supervision does this person require to perform his job?

Percent

1 46 little or no supervision
2 49 about the average amount
3 5 a great deal of supervision

8. How much interest does this person take in his work?

1 66 a great deal
2 34 about the average amount
3 0 little or no interest

9. How does this person react to constructive criticism?

1 80 reacts positively
2 15 indifferently
3 5 reacts negatively

10. Generally, does this person appear to work well with others?

1 100 yes
2 0 no

11. Do you feel this person is capable of advancement?

1 97 yes
2 3 no 2 NA

12. Please list any suggestions for improving the program of vocational education in Florida.

Plumbing: I think it is great. I wish I would have had the opportunity to have taken it while I was in school.

THANK YOU FOR YOUR COOPERATION.

APPENDIX K

HEALTH OCCUPATIONS SUMMARY, SCVTC STUDENT AND EMPLOYER

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
VOCATIONAL, TECHNICAL AND ADULT EDUCATION FOLLOW-UP SURVEY

CONFIDENTIAL CONFIDENTIAL

Student and Vocational-Technical Program Information

Health Occupations Summary
SCVTC

167 of 277 returned surveys
60%

We need your help to collect information for evaluating vocational education programs in Florida. The information we are requesting will be used in improving present programs and in planning new ones. As a former vocational student, your activities and your opinions are among the most valuable input we will receive.

Please take a few minutes and complete the items on both sides of the sheet. The completed form is to be returned in the self-addressed stamped envelope which is enclosed for your convenience. No postage is necessary.

Sincerely,

[redacted]

Is your name and address correct as printed above? If not, please print the corrected information below.

Name _____
Last First Middle Initial

Address _____
Number Street

_____
City (Town or Post Office) State Zip Code

Your Social Security No. ___ ___ ___ ___ ___ ___ ___ ___ ___

THE WORDS, "THIS VOCATIONAL PROGRAM," REFER TO THE VOCATIONAL-TECHNICAL PROGRAM NAMED IN THE IDENTIFICATION BLOCK ABOVE.

1. Have you been employed since leaving this vocational program? (Military Service is considered employment) N=164

	Number	Percent	
1	139	85	yes
2	21	13	no

How many jobs have you held since leaving this program? _____

2. What are you doing at the present time? (Check ALL appropriate items)

	Number	Percent	
1	113	69	Working full-time (30 hours or more per week)
2	20	12	Working part-time (fewer than 30 hours per week)
3	12	7	Unemployed and looking for work
4	5	3	Unemployed and not looking for work
5	37	23	In school (full or part-time)
6	16	10	Full-time homemaker
7	1	0	In Military Service
8	7	4	Other (specify) _____

Kind of school program
(Check ALL appropriate items)

	Number	Percent	
1	24	15	Area Vocational-Technical School
2	11	7	Community Junior College
3	2	1	University/Four-Year College
4	0		Private Business/Commercial School
5	1		Military Specialist School
6	1		Company Course or School
7	1		Apprentice Related Program
8	1		Correspondence course
9	1		Other (specify) _____

(Please turn page)

Please answer Section 3A if you are presently employed full or part-time.

Please answer Section 3B if you are not presently employed but have worked full or part-time since leaving this vocational program.

If you have not been employed since leaving this vocational program, skip to Question 8.

Section 3A

Where do you work? (PLEASE GIVE COMPLETE ADDRESS)

Name of Firm _____

Street or Box No. _____

City, State and ZIP _____

Name of Your Immediate Supervisor _____

What is your job? _____

Section 3B

Where was your last job? (PLEASE GIVE COMPLETE ADDRESS)

Name of Firm _____

Street or Box No. _____

City, State and ZIP _____

Name of Your Immediate Supervisor _____

What was your job? _____

4. May we have permission to contact your employer about your success on the job?

	Number	Percent	
1	135	96	yes
2	6	4	no

5. How did you get the job? N=155

1	18	12	Through Vocational Teacher(s), Supervisor(s) or Cooperative Education Coordinator(s)	5	1 0 Through State Employment Agency
2	0		Through Occupational Specialist(s)	6	12 8 Through Private Employment Agency
3	0		Through School Guidance Counselor(s)	7	99 64 On My Own
4	12	8	Through Friend(s) or Relative(s)	8	13 9 Other: (specify) _____

6. How would you classify your job? (Please check only one) N=141

1	85	60	One for which you were trained by this vocational program
2	37	26	Related to your training in this vocational program
3	19	14	Not related to your training in this vocational program

7. Your average weekly pay (before taxes) is (was): N=138

	Number	Percent		Number	Percent		Number	Percent		Number	Percent		Number	Percent		Number	Percent
1	7	5	under $50	2	7	5	$50-$74	3	9	7	$75-$99	4	31	22	$100-$124	5	46	33	$125-$149	6	38	28	$150 or over

8. Please list any suggestions for improving this vocational program.

_____

_____

_____

_____

_____

THANK YOU FOR YOUR COOPERATION

STATE OF FLORIDA
DEPARTMENT OF EDUCATION

CONFIDENTIAL — EMPLOYER SURVEY — CONFIDENTIAL

HEALTH OCCUPATIONS

N= 110

Employee's Name _____ Social Security Number ___ ___ ___ ___ ___ ___ ___ ___ ___

To the Evaluator:

Please provide information regarding the employee whose name is listed above. The results of this survey will be used in evaluating the program of vocational education in Florida. The information which we are requesting will be held in strict confidence. Neither you, the employee nor the organization will be identified in the final report of this study.

Please take a few minutes and complete the items on both sides of the sheet. The completed form is to be returned in the self-addressed envelope which is enclosed for your convenience. No postage is necessary.

Sincerely,

Joe D Mills

Joe D. Mills, Director
Vocational, Technical, and Adult Education

****

Number Percent

1. Is the above named person presently in your employ?
   - 1 100 92 yes If yes, go to Question 3.
   - 2 10 9 no

2. If no, was this person ever employed by your organization?
   - 1 10 9 yes
   - 2 0 no If no, go to Question 12.

PLEASE RATE THIS EMPLOYEE IN COMPARISON TO PERSONS PERFORMING THE SAME TYPE OF WORK FOR A SIMILAR PERIOD OF TIME.

3. What is the amount of work performed by this person? (Check one answer)
   - 1 56 51 above average
   - 2 49 45 average
   - 3 4 4 below average
   - 4 0 very low or insignificant

4. What is the quality of this person's work?
   - 1 68 62 consistently high
   - 2 38 35 generally acceptable
   - 3 3 3 not always acceptable

5. Does this person appear to have difficulty in following prescribed work procedures?
   - 1 6 6 yes
   - 2 96 88 no
   - 3 7 6 sometimes

6. How does this person adapt himself to different work assignments?
   - 95 88 adapts easily
   - 2 10 9 adapts, but with some difficulty
   - 3 3 3 has great difficulty in adapting

(Please turn page.)

Number Percent

7. How much supervision does this person require to perform his job?
   - 1 57 52 little or no supervision
   - 2 47 43 about the average amount
   - 3 5 5 a great deal of supervision

8. How much interest does this person take in his work?
   - 1 75 68 a great deal
   - 2 34 31 about the average amount
   - 3 1 1 little or no interest

9. How does this person react to constructive criticism?
   - 1 98 91 reacts positively
   - 2 5 5 indifferently
   - 3 5 5 reacts negatively

10. Generally, does this person appear to work well with others?
    - 1 107 98 yes
    - 2 2 2 no

11. Do you feel this person is capable of advancement?
    - 1 99 92 yes
    - 2 9 8 no

12. Please list any suggestions for improving the program of vocational education in Florida.

SEE SPECIFIC PROGRAM FOR ANY COMMENTS OR SUGGESTIONS.

THANK YOU FOR YOUR COOPERATION.

APPENDIX L

HIGH SCHOOL CO-OP SUMMARY
STUDENT AND EMPLOYER

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
VOCATIONAL, TECHNICAL AND ADULT EDUCATION FOLLOW-UP SURVEY

CONFIDENTIAL CONFIDENTIAL

Student and Vocational-Technical Program Information

Co-op Program Summary

Riverview, Sarasota, Venice

96 of 176 returned surveys
55%

We need your help to collect information for evaluating vocational education programs in Florida. The information we are requesting will be used in improving present programs and in planning new ones. As a former vocational student, your activities and your opinions are among the most valuable input we will receive.

Please take a few minutes and complete the items on both sides of the sheet. The completed form is to be returned in the self-addressed stamped envelope which is enclosed for your convenience. No postage is necessary.

Sincerely,

[redacted]

Is your name and address correct as printed above? If not, please print the corrected information below.

Name _____
Last First Middle Initial

Address _____
Number Street

_____
City (Town or Post Office) State Zip Code

Your Social Security No. ___ ___ ___ ___ ___ ___ ___ ___ ___

THE WORDS, "THIS VOCATIONAL PROGRAM," REFER TO THE VOCATIONAL-TECHNICAL PROGRAM NAMED IN THE IDENTIFICATION BLOCK ABOVE.

1. Have you been employed since leaving this vocational program? (Military Service is considered employment) N=96

	Number	Percent	
1	74	77	yes
2	20	21	no
	2	NA	

How many jobs have you held since leaving this program? _____

2. What are you doing at the present time? (Check ALL appropriate items)

1	49	51	Working full-time (30 hours or more per week)
2	16	17	Working part-time (fewer than 30 hours per week)
3	13	14	Unemployed and looking for work
4	3	3	Unemployed and not looking for work
5	39	41	In school (full or part-time)
6	2	2	Full-time homemaker
7	0	0	In Military Service
8	1	1	Other (specify) _____

Kind of school program
(Check ALL appropriate items)

1	6	6	Area Vocational-Technical School
2	23	24	Community Junior College
3	3	3	University/Four-Year College
4	2	2	Private Business/Commercial School
5	0		Military Specialist School
6	1	1	Company Course or School
7	0		Apprentice Related Program
8	0		Correspondence course
9	3	3	Other (specify) _____

(Please turn page)

Please answer Section 3A if you are presently employed full or part-time.

Please answer Section 3B if you are not presently employed but have worked full or part-time since leaving this vocational program.

If you have not been employed since leaving this vocational program, skip to Question 8.

Section 3A

Where do you work? (PLEASE GIVE COMPLETE ADDRESS)

Name of Firm _____

Street or Box No. _____

City, State and ZIP _____

Name of Your Immediate Supervisor _____

What is your job? _____

Section 3B

Where was your last job? (PLEASE GIVE COMPLETE ADDRESS)

Name of Firm _____

Street or Box No. _____

City, State and ZIP _____

Name of Your Immediate Supervisor _____

What was your job? _____

4. May we have permission to contact your employer about your success on the job? N=86

	Number	Percent	
1	70	81	yes
2	16	19	no

5. How did you get the job? N=82

	Number	Percent	
1	31	38	Through Vocational Teacher(s), Supervisor(s) or Cooperative Education Coordinator(s)
2	1	1	Through Occupational Specialist(s)
3	1	1	Through School Guidance Counselor(s)
4	14	17	Through Friend(s) or Relative(s)
5	1	1	Through State Employment Agency
6	0		Through Private Employment Agency
7	30	37	On My Own
8	4	5	Other (specify) _____

6. How would you classify your job? (Please check only one) N=80

	Number	Percent	
1	11	14	One for which you were trained by this vocational program
2	39	49	Related to your training in this vocational program
3	30	38	Not related to your training in this vocational program

7. Your average weekly pay (before taxes) is (was):

	Percent	Number	
1	18	14	under $50
2	14	11	$50-$74
3	31	25	$75-$99
4	18	14	$100-$124
5	8	6	$125-$149
6	13	10	$150 or over

8. Please list any suggestions for improving this vocational program.

_____

_____

_____

_____

_____

THANK YOU FOR YOUR COOPERATION

STATE OF FLORIDA
DEPARTMENT OF EDUCATION

CONFIDENTIAL — EMPLOYER SURVEY — CONFIDENTIAL

COOPERATIVE TRAINING SUMMARY N=56

Employee's Name _____ Social Security Number ___ ___ ___ ___ ___ ___ ___ ___ ___

To the Evaluator:

Please provide information regarding the employee whose name is listed above. The results of this survey will be used in evaluating the program of vocational education in Florida. The information which we are requesting will be held in strict confidence. Neither you, the employee nor the organization will be identified in the final report of this study.

Please take a few minutes and complete the items on both sides of the sheet. The completed form is to be returned in the self-addressed envelope which is enclosed for your convenience. No postage is necessary.

Sincerely,

Joe D Mills

Joe D. Mills, Director
Vocational, Technical, and Adult Education

****

1. Is the above named person presently in your employ?

Percent

1 75 yes If yes, go to Question 3.
2 25 no

2. If no, was this person ever employed by your organization?

1 25 yes
2 0 no If no, go to Question 12.

PLEASE RATE THIS EMPLOYEE IN COMPARISON TO PERSONS PERFORMING THE SAME TYPE OF WORK FOR A SIMILAR PERIOD OF TIME.

3. What is the amount of work performed by this person? (Check one answer)

1 40 above average
2 55 average
3 5 below average
4 0 very low or insignificant

4. What is the quality of this person's work?

1 49 consistently high
2 49 generally acceptable
3 2 not always acceptable

5. Does this person appear to have difficulty in following prescribed work procedures?

1 7 yes
2 82 no
3 11 sometimes

6. How does this person adapt himself to different work assignments?

1 85 adapts easily
2 15 adapts, but with some difficulty
3 0 has great difficulty in adapting

(Please turn page.)

Percent

7. How much supervision does this person require to perform his job?
   - 1 45 little or no supervision
   - 2 49 about the average amount
   - 3 6 a great deal of supervision

8. How much interest does this person take in his work?
   - 1 56 a great deal
   - 2 42 about the average amount
   - 3 2 little or no interest

9. How does this person react to constructive criticism?
   - 1 94 reacts positively
   - 2 4 indifferently
   - 3 2 reacts negatively

10. Generally, does this person appear to work well with others?
   - 1 96 yes
   - 2 4 no

11. Do you feel this person is capable of advancement?
   - 1 96 yes
   - 2 4 no

12. Please list any suggestions for improving the program of vocational education in Florida.

SEE INDIVIDUAL PROGRAM SUMMARY

THANK YOU FOR YOUR COOPERATION.